



Community Partners Bureau

Definition Statement:

The Addison Community Partners Bureau is a body of residents appointed to duly represent the Town of Addison with its Community Partners.

Community Partners:

Non-Profit organizations which provide benefits to individuals and families in need or promote advancement of education and the arts within the community and which have an agreement with the Town regarding the provision of those services. These are specifically determined annually by Council.

Town Staff:

A Town Staff liaison shall be appointed by the City Manager.

Council Liaisons:

One or more members of the Council may be assigned to serve as liaisons to the Community Partners Bureau.

Structure of Bureau:

The Bureau consists of individuals ("Bureau Members") appointed by Council Liaisons with input from the rest of the City Council. Bureau Members shall each serve as a representative of the Town to one of its Community Partners. The Council Liaisons may appoint an individual as Chair of the Community Partners Bureau. Bureau Members will serve a one calendar-year term beginning in October of each year. Each Bureau Member may serve up to three consecutive terms (not necessarily assigned to the same Community Partner). If a new Bureau Member is appointed, then that new Member should transition into the Member's new assignment effective October 1. To qualify for service on the Bureau, candidates must have demonstrated a commitment to community service, such as completion of the Addison Citizens' Academy, Leadership Metrocrest, or service in the Addison Advocates program.

Bureau Chair:

One individual shall be designated by Council Liaisons to serve as a facilitator between the Bureau Members, Community Partners, and Town Staff / Council Liaisons. The Bureau Chair will distribute & collect the annual service evaluations of the Community Partners from the Bureau Members and report to Council on an as-needed basis throughout the year.

Bureau Members:

Bureau Members will interact with a Community Partner, Town Staff and Council Liaisons. This interaction may include service on the Board of Directors, a committee, or a task force of a Community Partner; site visits to places served by a Community Partner; staff updates; or attendance at events. Bureau Members will be charged with receiving and digesting Community Partner communications, giving general written (e.g., e-mail) updates about their Community Partner engagement to the Bureau Chair, and submitting a completed Community Partner service evaluation developed in accordance with the Town's grant application and requirements. Official Town updates to Community Partners may be prepared by the assigned Town Staff member.